

TOWN OF PROVINCETOWN
Public Library
Board of Library Trustees
Minutes of Public Meeting June 17, 2010
Meeting was held at the Provincetown Public Library, 356 Commercial Street.

Members Present: Mick Rudd, Paul Benatti, Tom Boland

Members Absent: Lyn Kratz and Jim Cole (both excused)

Others Present:

Call to Order: Chairman Rudd called the meeting to order at 7:25 PM.

1. **Public Statements:** There were no public statements.
2. **Agenda:** There were no changes in the agenda.
3. **Minutes:** No minutes to review and approve.
4. **Director's Report** – There was no Director's report.
5. **Chair's Report** – Chairman Rudd summarized the action items for the meeting:
 - Ronald M. Koontz, Area Loan Specialist, USDA, Rural Development had requested a Preliminary Architectural Report on the Provincetown Library 2010/11 building project to complete the Town's application for \$119,000 in USDA funding. Chairman Rudd and David Guertin, Provincetown Public Works Department Director, requested a proposal from Coastal Engineering Company, Inc. of Orleans, MA to develop the report requested by USDA.

The Trustees reviewed the proposal from Coastal Engineering.

Motion: Tom moved to approve the proposal submitted by Coastal Engineering to develop a Preliminary Architectural Report in support of the Town's application for USDA funding and complete this Report for an amount not to exceed \$2,000, payable from the Library Building Fund held by the Town of Provincetown. Paul seconded the motion. The vote passed 3-0-0.

- In preparation for the design/engineering phase of the Provincetown Library 2010/11 building project, Chairman Rudd requested a proposal from Cheryl Bryan Consulting of Orleans, MA to prepare an interior space assessment to for the Lower Level and three existing Levels.

The Trustees reviewed the qualification of Ms. Bryan and her proposal.

Motion: Paul moved to approve the proposal from Cheryl Bryan Consulting to prepare an interior space assessment to maximize interior space in the Library made available by developing the Lower Level and reallocating workspace on the other three levels to maximize staff effectiveness. This report will inform the design/engineering phase of the 2010/11 building project and will be completed for an amount not to exceed \$2,000, payable from the Library Building Fund held by the Town of Provincetown. Tom seconded the motion. The vote passed 3-0-0.

- Finally the chair reported that 11 applications were received by the Town Manager's Office on June 15 for the open position of Library Director. The Chair was waiting for further direction from the Town Manager on the next step in the selection process.

7. **Other Business and Correspondence** - There was none.

8. Next BOLT Meeting – Thursday, June 24th at 2:00 pm in the conference room of the Town Manager’s Office.

9. Adjournment: Mr. Boland moved to adjourn the meeting at 7:45pm. Mr. Benatti seconded the motion. The vote passed 3-0-0.

These minutes were approved by a vote of the Provincetown Library Board of Trustees present at their meeting on _____.

Respectfully submitted: _____
Library Board of Trustees signature

Title

(Minutes prepared by Mick Rudd)

